

# **TBI** **DRUG INVESTIGATION DIVISION**

## **COLLEGE INTERNSHIP PROGRAM**

The Drug Investigation Division is responsible for investigating and assisting in the prosecution of crimes involving controlled substances, narcotics, and other illegal drugs. In order to complete its mission, the division has original jurisdiction in opening cases involving illegal drugs. Special Agents assigned to the Drug Investigation Division cooperate with local, state, and federal law enforcement agencies, such as the Drug Enforcement Administration, Federal Bureau of Investigation, and Tennessee's United States Attorney's offices.

## **RESPONSIBILITIES**

TBI Interns may observe Special Agents as they conduct investigations of criminal activity related to drug offenses. They will learn to plan, coordinate, enforcement actions involving drug offenders. Interns will shadow Agents as they interrogate and interview suspects and witnesses; make arrests; confer with prosecutors in preparing cases for court; seize evidence of criminal activity. They will develop the skills to gather intelligence data; investigate allegations of illegal activity. Under close supervision, interns will learn the operating procedures and investigative techniques used by Special Agents of the TBI. Interns will learn to develop and prepare a variety of standard records and reports. They will gather information by phone, email, internet, databases or other available resources and collect, process, and disseminate sensitive law enforcement intelligence for TBI and outside agencies. Interns will participate in creating and maintaining documents, presentations and spreadsheets. They will learn to coordinate the preparation of routine records to ensure compliance with agency standards.

## **PREFERRED QUALIFICATIONS**

Working toward obtaining a Bachelor's, Master's, or PHD related to criminal justice, criminology, law enforcement or related field. The Internship must be for academic credit.

## **PERFORMANCE EXPECTATIONS**

TBI Interns will be exposed to and expected to learn concepts related to TBI policies and standards. They will be expected to understand and develop records and reports related to departmental investigations and compliance with agency standards. They will be expected to develop investigative techniques and assist in routine investigations. Interns will be also be expected to have a basic understanding of the investigative process and the development of related documents. Interns shall develop interpersonal skills necessary to interact with TBI Staff, internal and external partners in law enforcement, Court Officials, and Offenders.